

{\*\*\*Change Transmittal 1 incorporated in red, paragraph 4.i.(2), 14FEB00.}

COMDTMIDNINST 7041 .IB

Commandant of Midshipman

From:

ORGANIZATION AND FINANCIAL PROCEDURES FOR MIDSHIPMEN WELFARE FUND SUPPORTED ACTIVITIES

Subj:

Ref:

- (a) COMDTMIDNINST 1500.11
- (b) USNAINST 5200.5
- (c) SECNAVINST 5370.2J

End:

- (1) Organization and Duties of the Midshipmen Welfare Fund
- (2) Purchase Order Approval Form
- (3) Midshipmen Welfare Fund Procurement Authorization For Midshipmen
- (4) Approval Authority for all Welfare Fund Activities
- (5) Bid Comparison
- (6) Receipt Log
- (7) Disbursement Ledger
- (8) USNA Request for Unbudgeted Midshipman Welfare Funds
- (9) Midshipmen Welfare Fund Budget Request Form
- (10) Yearly Financial Statement
- (11) Schedule for Letting Recurrent Bids
- 1. Purpose. To promulgate the proper handling and utilization of midshipmen welfare funds.

Cancellation. COMDTMIDNINST 7041. IA

3. Background. Eligible Extra Curricular Activities (ECA's), Brigade Support Activities (BSA's), and Club Sports will submit a budget request for financial assistance from the Midshipmen Welfare Fund (MWF). (MWF organization and duties are found at enclosure (1).) The annual budget will be approved each May by the Commandant of Midshipmen for the following fiscal year (MWF fiscal year being from 1 July to 30 June). The annual budget will set forth the funds allocated to individual ECA, BSA, and Club Sport accounts for the ensuing academic year.

4. Information

a. Budget Accounts. These accounts are funded by an annual budget amount which comes from, for the most part, the annual profits earned by the USNA Store (Brigade Services Division). Most ECAs and Club Sports are funded with this money, as well as various other brigade activities. Budget requests are submitted in March to the Midshipmen Activities Officer, Club Sports Director or the MWF Manager. The budget approval process is described in paragraph 5.a. of this instruction. Once budgets are approved, funds will be placed in Budget Accounts for the respective ECA/BSA/Club Sport. The amount of funds placed in Budget Accounts will not normally cover annual expenses; midshipmen are expected to provide at least partial financing for their clubs, organizations, and activities.

b. Reserve Accounts. An MWF supported activity is required to supplement Budget Accounts with contributions from club members. This may be done by collecting dues or raising money in some other way.

These funds will be placed in a Reserve Account and will be maintained separately from the activity's Budget Account by the MWF. Financial obligations not covered or budgeted in the budget request may be paid with funds held in the Reserve Account, if approved by the Officer Representative. Reserve accounts are non-Budget Accounts that are handled by the MWF. These accounts are derived from one of the following methods: (1) Self-supporting EGA profits, such as those earned by the Glee Club Musical, Masqueraders, and Lucky Bag; (2) Personal donations from members within an ECA/BSA/Club Sport, such as club dues; or (3) Donations from outside sources for a particular cause, such as Wardroom accounts (either dues collected for the wardroom or funds donated by class sponsors) and class organizations. Procurement using money from either type of account will be made following the procurement authorization rules discussed later in this section.

c. Company Wardroom Accounts.

(1) Although not recognized as an ECA herein, in addition to reference (a), company wardrooms are directed to comply with all applicable instructions regarding ECA's. The MWF Manager will maintain financial management of Reserve Accounts for each wardroom. Company Wardrooms must maintain their accounts through the MWF using Receipt Logs and Disbursement Ledgers, accounts with other financial institutions are unauthorized. Company Officers are charged with the responsibility of administering the company wardroom organization.

(2) Each wardroom will have two separate accounts, a general fund which is derived from collection of wardroom dues and fund raising efforts, and a sponsor fund which is derived from donations from class sponsors. The general fund is to be used for daily operation of the wardroom (i.e. food messes, movie rentals, tail gate parties, etc.) The sponsor fund will be used for upkeep and maintenance of the wardroom and mate's area within the company area.

d. Disbursements. Disbursement from Budget or Reserve Accounts will be made by the MWF after receipt of a properly completed Purchase Order Approval Form (Enclosure (2)). Only two midshipmen from a particular activity will be authorized to sign Purchase Order Approval Forms. In order to do so, a Midshipmen Welfare Fund Procurement Authorization for Midshipmen (Enclosure (3)) must be completed.

(1) **Reallocation of funds.** Activities may only use their allotted MWF moneys to purchase those items approved in their returned budget requests. Reallocation of funds must be submitted in writing and approved by the Operations Officer.

(2) Authorization Procedures. The authorization procedure for approving expenditures is delineated in the table found at Enclosure (4). This table applies to both Budget and Reserve Account expenditures, and must be followed by ALL MWF activities. Every procurement will be made by the use of a purchase order originating from the MWF Office. A procurement will not be split to avoid the limitations set forth at Enclosure (4). Additionally, procurement will be consolidated to maximize cost effectiveness. Expenditures made for the purpose of tailgate events are considered one event and any in excess of \$250 must be approved by the Company Officer.

(3) **Procurement Requiring Competition.** All procurement over \$1,000 require competition. Obtaining a minimum of three bids is required. The MWF Bid Comparison Form, enclosure (5), will be used to document all bids, written or verbal. Verbal bids must include the name of the point of contact and telephone number. The completed bid comparison form must be forwarded to the MWF Manager prior to any orders being placed. If orders are placed prior to the bid comparison sheets receiving the proper level of approval, the buyer is making an unauthorized procurement commitment and can either be held personally liable or merchandise may have to be returned. Activity Officer Representatives (Company Officers for wardroom fund purchases) must retain a copy of each completed bid comparison form for three years for review by the Command Evaluation Office during audits, as required by reference (b).

(a) Any purchase over \$1,000 must be competitively bid and have an approved MWF Bid Comparison Form attached to the approval form. Orders may not be split to avoid competition.

(b) All purchases over \$1,000 must have the appropriate officer's signature at the required approval level prior to committing any funds.

(c) All orders (commitment for procurement), other than reimbursements for items within the scope of your authority and food for tailgate parties or wardroom messes, must be placed from the MWF office by MWF personnel.

(4) **Sole Source Procurement.** All sole source procurement above \$1,000 must be documented on bid comparison forms with justification. Reasons explaining why the purchase had only one source must be stated. Additionally, companies contacted in attempts to find competition must be listed. All sole source procurement greater than \$25,000 must be approved by the Commandant of Midshipmen.

(5) **Recurrent Bids.** Purchase or contract will be opened for bid in accordance with the following procedures:

(a) Each activity's presiding midshipman shall designate member midshipmen to review (by appointment) with the MWF Manager all documents and bid specifications pertaining to the upcoming bid. The MWF Manager will make any changes, then forward the draft copy to the Officer Representative. The Officer Representative will review the draft copy and return it to the MWF Manager for final typing and mailing of the bid. A tickler file for the due dates will be maintained by the MWF Manager.

(b) Bids will be received in double envelopes. The outer envelope will be addressed to the MWF Manager; the inner envelope will contain the bid and will be sealed. This inner envelope will be clearly marked on the outside with the name of the article for which the bid is being submitted (i.e., "Bid for Ring Dance Glasses").

(c) The Officer Representative will appoint a committee of at least three midshipmen, normally from among the activity's midshipmen officers, to be present at the bid opening and to vote on the bids. All bids will be opened at a single meeting, in the office of the MWF Manager, or other designated area with the Officer Representative present as advisor.

(The one exception is the Class Ring Bid, which is opened with the MWF Manager and representatives from the bidding ring companies present). After a reasonable time for discussion and consideration the Committee will vote on the bids and indicate their vote by signature on a single sheet of paper. Any bid that may require additional time for presentations (i.e. Lucky Bag publishing and photography contracts) should be arranged so that either the MWF Manager or Operations Officer can be present at the meeting. The justification and the bids will be forwarded to the Operations Officer (or Commandant of Midshipmen if over \$25,000) for final approval (via the Officer Representative and the MWF Manager.)

(d) In order to avoid the charge of favoritism or undue influence by the bidders or from any source, the terms submitted by each bidder shall be held as confidential until the final vote has been referred to and approved in writing by the Commandant of Midshipmen.

(e) The sheet carrying the final vote shall contain a paragraph stating that the award was made on the merits of the bids as submitted and that there are no written or supplementary conditions as part of the bids.

(f) It is not compulsory to select the lowest bidder, but it is to be distinctly understood that the award is to be made on the written bids as submitted.

(g) The Award Form will be utilized to make the award to the firm selected. This form will be completed by the MWF Manager and then forwarded to those persons whose signatures are required for final approval. When the Award Form is returned to the MWF office it will be mailed along with a letter of congratulations to the successful bidder. The unsuccessful bidders will also be notified in writing of the results. Acceptance and Regret letters will be sent out via mail by the MWF. Under no circumstances should any contact between the midshipmen and bidders involved in the bidding process be made until after the contract is let. Refer any questions from the bidders to the MWF Manager.

e. Petty Cash Fund. No ECA/BSA/Club Sport is authorized to have petty cash funds.

f. End of Year. Funds remaining in Budget Accounts after 30 June will be returned to the MWF. Balances held in Reserve Accounts will be carried forward to the next academic year.

g. Internal Reviews. All ECAs/BSAs/Club Sports/Company Wardrooms will maintain separate Receipt Logs and Disbursement Ledgers (Enclosures (6) & (7)) for their Budget and Reserve accounts. All ECAs/BSAs/Club Sports/Company Wardrooms will report to the MWF Office during the third full week of each month with their Receipt Logs and Disbursement Ledgers to verify balances and receipts. MWF personnel will randomly review ledgers during this time. Any account not in agreement with MWF records will be reviewed for accuracy and any additional required training will be conducted. ECAs/BSAs/Club Sports/Company Wardrooms that fail to maintain proper records will cease operations pending an investigation by the Chairman of the MWF board (see enclosure (1) for board composition.) Details on maintaining Receipt Logs and Disbursement Ledgers procedures are found in paragraph 5. b. of this instruction. Failure to have Receipt Logs and Disbursement Ledgers verified

AUG 1999

on a monthly basis will result in accounts for a particular activity being frozen and possible disestablishment of the activity.

h. Requests for Unbudgeted Funds

(1) A Contingency Fund is part of the annual MWF budget. It is a fund for unanticipated, unbudgeted requirements. If a Brigade need arises for which no funds have been budgeted, and for which it would be appropriate to use MWF funds, a USNA Request for Unbudgeted Midshipmen Welfare Funds (Enclosure (8)) **must** be completed before any unbudgeted expenditures of the MWF will be approved.

**This form must be returned to the MWF Manager after it has been either approved or disapproved.**

(2) The Commandant, or the Deputy Commandant if designated, is the final approving authority for Contingency Fund expenditures. Some examples of typical Contingency Fund expenditures are:

- (a) Funding ECAs or BSAs that are newly formed.
- (b) Funding budget requests not submitted for consideration prior to the annual budget being approved.
- (c) Funding expenses in support of national competitions.
- (d) Funding the transportation of midshipmen to support official Naval Academy events.
- (e) Funding the purchase of flowers in the event of a midshipman's death.

i. Emergency Loans

(1) The Command Duty Officer in Bancroft Hall has a \$600 emergency loan fund in their custody. These funds belong to the MWF and are to be used only to assist midshipmen going on emergency leave. When these funds are lent to a midshipman, the CDO must contact the MWF Manager by 1530 the following work day to replenish the fund.

(2) To borrow a portion of these funds, a midshipman must complete a Loan Contract Card (USNA-BBA-7220/164) provided by the CDO. The CDO must write the midshipman's name, alpha code and dollar amount in the register book found in the safe. The register book and the cards are located in the Main Office of Bancroft Hall. The completed card must be delivered to the MWF Manager no later than 1530 the following workday. (The MWF Manager will make every effort to replenish the fund the same day.)

(3) Emergency loans are to be repaid as specified on the loan card, in accordance with Midshipmen Regulations. If, due to unusual circumstances, a midshipman can not repay the loan within the 30 days, a repayment schedule can be arranged by the MWF Manager. It is the midshipman's responsibility to contact the MWF Manager and make arrangements to repay the loan.

j . Brigade Benefits Program

(1) The Brigade Benefits Program is established to provide a means whereby every midshipman has the potential to benefit from the MWF, without being a member of a specific ECA/BSA/Club Sport. The primary purpose of the program is to provide discounted tickets to area attractions and movie theaters. The funds may also be used in support of projects and promotions proposed by the Brigade, as long as each member of the Brigade has the potential of taking advantage of the program.

(2) Tickets will be sold to Midshipmen **only**, and at specified times. Midshipmen will be notified in advance, whenever possible, of any changes to the schedule.

(3) Since tickets are sold below cost, the MWF Manager reserves the right to limit the number of tickets sold to any individual. Movie tickets will be limited to the purchase of two per week per midshipman.

( 4 ) All ticket sales are final . 5.

Procedures a. Budget Requests

(1) **Who submits.** Any EGA (excluding religious or self-supporting ECAs), BSA, Club Sport, and those activities receiving financial support from the MWF (such as training programs, Operations, etc.). Any other activity desiring financial assistance from the MWF will be considered on a case-by-case basis.

(2) **When.** MWF budget requests (eight copies per request) will be submitted to the Midshipmen Activities Officer, Club Sports Director or MWF Manager by the first Friday in March, but in no case later than the Friday prior to the commencement of Spring Leave.

(3) **Format.** Requests will be submitted in memorandum format (Enclosure (9)).

(4) Specific Instructions

(a) Budget requests will specify the purpose for which funds are to be allocated. Justification must be specific and must be written as if it is being submitted to a committee that is not familiar with the activity, its purpose, how the items are used, for what the items are used, how often they are used, and their degree of importance to the activity.

(b) In compiling the budget request, if the club would have the opportunity to compete in a national competition, a separate line item should be noted but not added into the final total of the request. REQUESTS FOR NATIONAL COMPETITIONS WILL BE ACCOUNTED FOR IN A SEPARATE LINE ITEM OF THE OVERALL MWF BUDGET AND A SPECIFIC FORM WILL BE UTILIZED TO ACCESS THESE FUNDS. REQUESTS WILL BE HANDLED ON A CASE-BY-CASE AND AVAILABILITY OF FUNDS BASIS. (Forms may be obtained in the MWF Office.)

(c) Approval for requests for parties, banquets, and alcoholic beverages must be obtained from the Commandant of Midshipmen.

COMDTMIDNINST 7041 .IB 0 \$J AUG 1999

(d) Transportation requests should include travel (bus rental, van rental, gasoline reimbursement) plus reasonable lodging (based upon 3-4 person per room occupancy) costs only, not per diem. Any additional funding will be considered on a case-by-case basis.

(e) Any payment for coaches must be approved by the Commandant of Midshipmen.

(f) Uniform items of any type are not normally paid for if they are to become the personal property of the midshipmen or are not transferable to other midshipmen.

(g) ENDORSEMENT OF THE OFFICER REPRESENTATIVE ON THE BUDGET REQUEST IS REQUIRED.

(h) Once budgets are approved, funds will be placed in Budgeted Accounts for the approved activities. Any changes to previously submitted budget requests will be considered for approval on a case-by-case basis.

(i) Copies of the approved budget and original requests will be returned to each MWF supported activity before the end of the academic year (whenever possible) and during Reform of the Brigade in August.

(j) Groups which provide a service to the Brigade of Midshipmen, or promote the public image of the Naval Academy, can expect a higher degree of support.

**b. Receipt and Deposit Procedures.** All deposits and receipts must be entered in the Receipt Logs and Disbursement Ledgers (Enclosures (6) & (7)).

(1) Collecting Cash. If an activity receives cash or checks (whether from its members or from any other source), enter the date the funds were received, payee name, and amount received on Enclosure (6). Club dues are an example of a deposit that would be entered in a club's reserve account Receipt Log.

(2) Depositing Cash. When the activity deposits these funds the MWF Manager will complete the remaining columns. The "Total Deposit" column should total all entries in "Amount Received" column since the last deposit was made. The MWF Manager will initial and date the last column of the log. After deposit, the activity treasurer must retain the MWF's receipt and the activity's receipt log together for one academic year for audit purposes in accordance with reference (b) .

(3) Timeliness of Deposits

(a) During normal working hours (0730-1600 weekdays. All monies received by the activity treasurer during normal working hours must be deposited with the MWF Manager within twenty-four hours of collection.

(b) During weekends, holidays, or after hours. The activity's treasurer must deposit all monies received after hours and on weekends or holidays to the MWF Manager by 1600 the next working day.

COMDTMIDNINST 7041 .IB o  
/i AUG 1999

**c. Disbursement Procedures.** All disbursements must be entered in the Disbursement Ledger (Enclosure (7) ) .

(1) Disbursements. A complete entry requires: the date of the purchase order. Company name/payee in the "description column", purchase order number or check number in the "reference column, " and the amount of the sale in the "Debit" column.

(2) MAINTAIN A CURRENT BALANCE IN THE DISBURSEMENT LEDGER. During the third week of each month, disbursement ledgers will be verified by the MWF Administrator. Any ECA/BSA/Club Sport or Company Wardroom that is delinquent in having its balance verified will have a delinquency letter forwarded to the Midshipmen Activities Officer or Club Sports Officer for action. If an organization is delinquent for two months the organization's funds will be frozen by the direction of the Operations Officer. If the organization is delinquent for three months, a recommendation to terminate the activity will be forwarded to the Commandant of Midshipmen.

(3) Activities are not permitted to allow budget or reserve account balances to run into a deficit. Proper management of funds is paramount.

(4) At the time an order is to be placed, if the company will accept a purchase order, provide the following information using enclosure (2):

- name of your activity
- whether the funds are to come from the budget or the reserve account
- complete name and address of the business to include a point of contact and telephone/fax number
- quantity and description of the item
- amount per item (unit cost)
- total amount of the purchase

Activities are responsible for notifying MWF personnel when merchandise has been received and if there are any discrepancies with the invoice. Upon notification of receipt of merchandise, the MWF will forward payment to the company. A purchase order will never be given to a vendor without a stated dollar amount on the order. If the exact amount is unknown because of variable costs, such as shipping charges, note a "not to exceed" dollar value on the purchase order. **NOTE: The MWF is a tax exempt, organization and the tax exempt number is printed on the purchase order.** Copies of purchase orders must be retained by the ECA/BSA/Club Sport/Company Wardroom with their financial records for one calendar year. A tickler file will be used to track all outstanding purchase order information.

(5) For a business which does not accept purchase orders, complete the purchase order approval form and include the exact amount of the purchase. Upon receipt of the form, the MWF Accountant will make a check payable to the vendor. You must return the receipt for the purchase to the MWF Office within seven days of picking up the merchandise.

(6) A purchase order approval form may be completed to reimburse an individual for making an authorized purchase for the activity. A receipt must accompany this form. A purchase by a midshipman is deemed authorized if the Officer Representative or Company Officer has given authorization for the treasurer to sign for procurement of \$250 or less as long as the purchase is within the scope of their authority or is part of approved line items in the budget.



(7) A check may be made payable to an individual for an advance of funds (i.e. to purchase food for tailgate parties) by completing a purchase order approval form, signed by the appropriate person (s). A receipt must be returned in the amount of the check. If all monies have not been spent, the balance must be returned to the MWF Accountant. The total of the receipts and the cash must equal the amount of the check that was issued. Receipts must be turned in within seven days of the purchase. If receipts are not turned in within the prescribed time, notice will be sent to the Officer Representative/ Company Officer regarding noncompliance with this instruction. If no receipt is turned in after contacting the Officer Representative/Company Officer, the MWF Manager will contact the Midshipmen Activities Officer or Club Sports Officer. Individuals who fail to turn in the required receipts will be held accountable and responsible for recoupment of these funds. In the case of funds in advance for tailgate expenditures - no funds for subsequent events will be advanced until all outstanding funds are reconciled.

d. Cash Deposits. All activities that are supported by, or whose funds are managed by, the MWF shall make all cash deposits with the MWF Manager. In the Manager's absences, deposits will be made with the MWF Accountant.

(1) All checks which are presented for deposit should be made payable to either "Midshipmen Welfare Fund" or the appropriate ECA/BSA/Club Sport. If the check is made payable to "Midshipmen Welfare Fund," list the appropriate account number on the check for the ECA/BSA/Club Sport. Account numbers are available from the MWF Accountant.

(2) RETURNED CHECK POLICY. Persons who have checks returned to the MWF for any reason will be charged a ten dollar (\$10) fee per returned check. Any other charges imposed by the MWF's financial institution will also be passed on to the writer of the check. Except for the returned check fee, all charges will be made against the account to which the original deposit was posted.

e. Review of Financial Records. Reviews will be conducted by the Command Evaluation Office, USNA on a yearly basis in accordance with reference (b). The purpose of this review is to make sure sound accounting principles are practiced. All ECAs/BSAs/Club Sports and Company Wardrooms are required to complete a yearly financial statement (Enclosure (10)) for their turnovers at the end of the academic year. In addition to submitting end of year financial reports to the Midshipmen Activities Officer, a copy of the report must be forwarded to the MWF Manager.

(1) Those organizations requiring reviews are:

Class Organizations (i/c, 2/c, 3/c, 4/c) Glee Club  
Musical Lucky Bag Masqueraders Company Wardrooms

(2) All ECAs/BSAs/Club Sports/Company Wardrooms will adhere to the following procedures:

COMDTMIDNINST 7041 .IB 0  
4 AUG 1999

(a) Prepare a yearly financial statement (Enclosure (10) in duplicate. The yearly statement will be prepared by the Business Manager/ Treasurer/Wardroom Representative and will be signed by both the incumbent and incoming midshipmen, stating that all records, funds, and accounts are in order and have been properly turned over. A copy of this financial statement should be retained with the organization's records.

(b) The Business Manager/Treasurer/Wardroom Representative and the Officer Representative or Company Officer will make all substantiating records available for review when advised of the review date. If the records requested are not turned in by the requested date, a letter will be sent to the Deputy Commandant of Midshipmen, via the Operations Officer, requesting assistance in obtaining the records.

(3) The Command Evaluation Office will:

(a) Conduct reviews including (but not limited to): verification of receipts. Receipt Log, Disbursement Ledger, invoices, billings, special funds, expenditures, authorizations, end-of-the-year reports and any other pertinent records.

(b) Make recommendations for improvement of any deficiencies.

(c) Forward the review to the Superintendent with copies to the Commandant of Midshipmen, Operations Officer, Midshipmen Activities Officer/Club Sports Officer, MWF Manager, and the Officer Representatives/Company Officer of the activities reviewed.

(4) The MWF Manager will maintain a master file of all reviews conducted.

(5) Turnover. When the Officer Representative/Company Officer or Business Manager/Treasurer is relieved of assigned duties, a review of the account will be conducted by the MWF Manager prior to turnover. If required, a written report of the review stating all findings will be made to the Deputy Commandant (via; (1) Midshipmen Activities Officer; and (2) Operations Officer.  
)

(6) Sales Transactions. All sales transactions involving cash sales of materials such as shirts, ball caps, shorts, yearbooks, calendars, etc., will have strict accountability maintained from initial receipt of material to conclusion of sales. As a minimum this should include: an initial inventory of all material; custody receipts for all transfers and sales of material; maintenance of a complete ledger of all transactions; and a final inventory of all material.

6. Solicitation. In consonance with the spirit and intent of reference (c) which prescribes the Department of Defense Standards of Conduct, midshipmen will not solicit or accept any gift, gratuity, favor, entertainment, loan, or anything of monetary value for their personal use or for the use of their organization. Expenses incurred by an activity must be paid for by monies held in the MWF. Activities and expenditures are limited to those indicated by the annual budget as approved by the Commandant of Midshipmen.

COMDTMIDNINST 7041 .IB o 4 AUG 1999

7. Lucky Baa and Ring Dance Refunds. Lucky Bag and Ring Dance Committee Business Managers will automatically provide a refund for the item or event indicated below to those midshipmen separated from the Naval Academy:

|                       | <u>LUCKY BAG REFUND</u>                             | <u>RING DANCE REFUND</u> N/A                           |
|-----------------------|---|--|
| 4/C year 3/C Year 2/C | Full Refund Full                                    | N/A  |
| Year                  | Refund ^ Refund                                     | Full Refund (1st semester) No<br>refund (2nd semester) |
| I/C Year              | ^ Refund (Prior to I Nov)<br>None (I Nov and after) |  |

Distribution:

Commandant Deputy Commandant  
OPS Officer  
All Company Officers Officer  
Reps-ECAS MWF Manager  
Club Sports Director Midn  
Activities Officer MWF Accountant

ORGANIZATION AND DUTIES OF THE MIDSHIPMEN WELFARE FUND

1. Personnel

a. The Commandant of Midshipmen has final authority over the Midshipmen Welfare Fund (MWF).

b. The MWF chain of command is depicted in the following chart.

Commandant of Midshipmen Deputy  
Commandant of Midshipmen  
Operations Officer Midshipmen  
Activities Officer MWF Manager  
MWF Accountant

2. Duties of MWF Personnel a . **MWF**

**Accountant duties :**

- (1) process purchase orders for all MWF activities.
- (2) Make all MWF disbursements by check for all MWF activities.
- (3) Prepare and produce monthly income statements.
- (4) Maintain MWF cash disbursements journal.
- (5) Bring to the attention of the MWF Manager any account that is over-expended.
- (6) Close out all budgeted accounts at the fiscal year's end (30 June) and place all unspent moneys temporarily into the MWF Contingency Fund Reserve Account.
- (7) Conduct and reconcile daily sales of tickets provided through the Brigade Benefits Program.

b . MWF Manager duties :

- (1) Train and assist midshipmen in properly completing purchase order approval forms, bid comparison sheets, disbursement ledgers, and receipt logs.
- (2) Conduct a monthly check of all MWF activities' disbursement ledgers and receipt logs. This monthly check is conducted during the third week of each month, unless promulgated otherwise by the MWF Manager. This check is mandatory for ALL MWF activities. If an activity fails to report to the Manager, the Midshipmen Activities Officer will be notified and will take action as required.
- (3) Monitor emergency loan payments, ensuring that all loans are paid off in a timely manner and that no midshipmen graduates or separates before their loans are paid.

enclosure (U)

(4) Ensure that the combination to the CDO safe is changed quarterly.

(5) Organize and supervise the negotiation of all recurring MWF contracts.

16) Receive all cash deposits for the Welfare Fund.

(7) Ensure that all expenditures using budget account money are made only for items listed in the approved annual budget.

(8) Ensure that no Welfare Fund account is over-expended.

(9) Prepare the Annual MWF Budget.

(10) Administer the MWF Budget.

(11) Sign purchase orders written on MWF accounts in the absence of Operations Officer.

(12) Sign purchase orders written against the MWF Manager and Brigade Benefits Program accounts and other accounts for which there is direct oversight.

(13) Oversee the use of the MWF Contingency Fund. Specifically, to provide input to the Deputy Commandant via the Operations Officer on how the funds should be spent.

(14) Oversee and administer the Brigade Benefits Program. Specifically, to determine types and quantities of tickets to be purchased or consigned. To recommend programs to the Operations Officer that should be supported through this account.

**c . Midshipmen Activities Officer duties :**

(1) Ensure the Welfare Fund is spent only to the best interests of the Brigade of Midshipmen.

(2) Hold general Welfare Fund information lectures for Officer Representatives and key ECA/BSA/Club Sport personnel at the beginning of each academic year and whenever required.

(3) Sign checks against the Welfare Fund in the absence of the Operations Officer and Assistant Operations Officer.

**d. Assistant Operations Officer duties:**

(1) Sign checks against the Welfare Fund in the absence of the Operations Officer.

**e . Operations Officer duties :** (1) Sign purchase orders and checks written on MWF accounts,

ensuring ail checks to be signed have receipts and purchase orders accompanying them.

(2) Oversee the MWF budget.

(3) Ensure the Welfare Fund is spent only to the best interests of the Brigade of Midshipmen.

(4) Supervise the use of the MWF Contingency Fund. Specifically, to provide input to the Deputy Commandant regarding how the funds should be spent.

(5) Supervise the Brigade Benefits Program. Specifically, to determine programs that should be supported through this account.

(6) Be cognizant over the amount of Brigade Services available for the MWF's use prior to the budget meetings held each spring.

3. Midshipmen Welfare Board and Committee. Under the direction of the Commandant, the administration of the MWF is assisted by the Midshipmen Welfare Board. The Board is composed of commissioned officers and civilian staff. The Board receives input from the Midshipmen Welfare Committee, which is composed of six midshipmen. The membership and duties of the Board and Committee are listed below.

Midshipmen Welfare Board

|                    |  |                |                |
|--------------------|--|----------------|----------------|
| <b>Membership:</b> | Operations Officer Commandant's Budget Officer Assistant Operations Officer Midshipmen Activities Officer Club Sports Director MWF Manager Logistics Officer |                |                |
| Chairman \$        | (2)  | <b>Duties:</b> | The Board will |
| Members            | (a) Meet in the first week of April to prepare the annual budget, and at other times   |                |                |
|                    | d  |                |                |
|                    | e  |                |                |
|                    | t  |                |                |
|                    | e  |                |                |
|                    | r  |                |                |
|                    | m  |                |                |
|                    | i  |                |                |
|                    | n  |                |                |
|                    | e  |                |                |
|                    | d  |                |                |
|                    | b  |                |                |
|                    | y  |                |                |
|                    | t  |                |                |
|                    | h  |                |                |
|                    | e  |                |                |
|                    | B  |                |                |
|                    | o  |                |                |
|                    | a  |                |                |
|                    | r  |                |                |
|                    | d  |                |                |
|                    | C  |                |                |
|                    | h  |                |                |
|                    | a  |                |                |
|                    | i  |                |                |
|                    | r  |                |                |
|                    | m  |                |                |
|                    | a  |                |                |
|                    | n  |                |                |
|                    | .  |                |                |

(b  
)

Co  
nv  
en  
e  
wh  
en  
ev  
er  
ne  
ce  
ss  
ar  
y,  
or  
wh  
en  
re  
qu  
es  
te  
d  
by  
th  
e  
Co  
mm  
an  
da  
nt  
or  
De  
pu  
ty  
Co  
mm  
an  
da  
nt  
,  
to  
di  
sc  
us  
s  
pe  
rt  
in  
en  
t  
ma  
tt  
er  
s  
af  
fe  
ct  
in  
g

th  
e  
ad  
mi  
ni  
st  
ra  
ti  
on  
of  
th  
e  
We  
lf  
ar  
e  
Fu  
nd  
.

b

.

M  
i  
d  
s  
h  
i  
p  
m  
e  
n

W  
e  
i  
f  
a  
r  
e

C  
o  
m  
m  
i  
t  
t  
e  
e

( I ) **Membership:** Class Vice President Regimental Sub-commander Regimental Sub-commander Class Vice President  
First Chairman Class Vice President Class Vice President  
First Members  
Second  
Second  
Third  
Fourth



(2)

**Duties:**

The  
Committee  
will:

(a) Meet in March, one week prior to the Board's budget meeting. They will make budget recommendations and will develop proposals for presentation to the Board. The Committee will meet at other-times as determined by the Committee Chairman.

(b) Represent all members of the Brigade concerning the MWF, and ensure that benefits are shared as fairly as possible throughout the Brigade.